

FORM CD-262 (REV. 6-79) LF DAO 202-335		U.S. DEPARTMENT OF COMMERCE		Number		Date Prepared or Issued		No. of Vacancies	
MERIT PROGRAM CERTIFICATE				Vacancy Announcement Number			Date Certificate Expires		
				Position Description Number			Other (SF-52 No.; Date; Division, etc.)		
				Title, Series and Grade of Vacancy(ies)					
Issuing Personnel Office				Location:					
				Consideration Codes (Candidates are listed below by Appropriate Code Groupings in Column 2) (Check codes used.) A – Promotion B – Reassignment (Promotion Potential) C – Non-advancement (Reassignment, etc.) D – Non-Status E – Priority (Previous Error) F – Special (Repromotion Eligibility) G – Other (Specify) _____					
Issued To:				Name and Telephone No. of Personnel Representative to be contacted about this Certificate					
<p>Candidates listed below have been determined to be the best qualified available. Please contact the Personnel Representative indicated above if you have any questions about this certificate or the selection of any candidate.</p> <p>Arrangements for interviews must be made as agreed upon with the Personnel Office.</p> <p>Selection decisions should not be publicized prematurely, but only after Personnel Office prior approval. Your cooperation in this regard will support the establishment of greater employee appreciation of the spirit and intent of the Merit Program.</p> <p>Please complete Column 1 of this form by using the symbols indicated. Check marks should be placed in Column 3 where appropriate.</p>									
1. Action		2. Candidates, grouped by Consideration Codes (See above)					3. Candidates were:		
NS = Not Selected S = Selected D = Declined		Names of Candidates	Current Grade	Organization Location	Telephone Number	Contacted		Interview	
						Yes	No	Yes	No
<p>I hereby certify that the selection(s) indicated above is (are) based solely on merit, fitness and qualification and does (do) not involve discrimination based on race, religion, color, national origin, marital status, sex, age, physical handicap, political affiliation, employee organization affiliation, or personal favoritism.</p>									
Signature of Selecting Official or Initials of Selecting Panel Members						Date(s)			